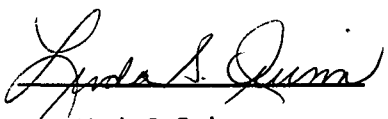



<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No. M135A</b>
		Page 1 of 2
<b>Agency</b> Taneytown Planning and Zoning Department		<b>Division/Unit</b>
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
1	<p style="text-align: center;"><u>This amendment supersedes schedule M-135, Item 8</u></p> <p style="text-align: center;"><b>Site Plan Review Records</b></p> <p>Submittal forms, site plan, plat, working drawings, staff reports, correspondence, approved set of signed plans and plats.</p>	<p>Retain working drawings until superseded, then destroy. Retain reports, correspondence, findings and submittal forms for 3 years, or until no longer needed for current business, whichever is later, then screen and destroy with the following exception: transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value. Retain approved plans for 10 years after the associated building is destroyed, then screen and destroy with the following exception: offer to the Maryland State Archives any plan that has historic value. Retain plats for 50 years, then transfer to the Maryland State Archives.</p>
Schedule Approved by Department, Agency, or Division Representative. Date _____ Signature  Typed Name <u>Linda S. Quinn</u> Title <u>Clerk/Treasurer</u>		Schedule Authorized by State Archivist Date <u>6/11/2013</u> Signature 

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b> <b>(Continuation Sheet)</b>		<b>Schedule No. M135A</b>
		Page 2 of 2
<b>Agency</b> Taneytown Planning and Zoning Department		<b>Division/Unit</b>
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
2	<b>Minor Subdivisions</b> Submittal forms, site plan, plat, working drawings, staff reports, correspondence, approved set of signed plans and plats.	Retain working drawings until superseded, then destroy. Retain reports, correspondence, findings and submittal forms for 3 years, or until no longer needed for current business, whichever is later, then screen and destroy with the following exception: transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value. Retain approved plans for 10 years after the associated building is destroyed, then screen and destroy with the following exception: offer to the Maryland State Archives any plan that has historic value. Retain plats for 50 years, then transfer to the Maryland State Archives.

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE <u>1</u> OF <u>2</u></p>
<p>1. Department/Agency Planning and Zoning / City of Taneytown</p>	<p>2. Division</p>	<p>3. Unit</p>
<p><b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>Site Plans (amending item# 8 Stir Design Review Records)</p>	<p>5. Earliest Year/Latest Year</p> <p>_____ to _____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Record of site development plans are created during a review and approval process. These documents are used to ensure a minor subdivision meets all applicable codes and requirements prior to approval. Permanent records are also created when a minor subdivision is approved. May include reports, plats, correspondence, Planning Commission findings, working drawings (may include drafts of plats, construction drawings, preliminary and final subdivision plans), approved plans and plats.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) _plans/exhibits of varying sizes</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>_N/A_</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) _plan racks, map case_____</p> <p>10. Annual Accumulation</p> <p>_varies_</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) _ plan racks, map case _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily (until approved &amp; processed)    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>_6_</p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s) OR after completion of post approval processing</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>City Offices, 17 E. Baltimore Street, Taneytown, 1<sup>st</sup> floor, zoning office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Approved minor subdivisions are assigned a completed (or inactive) project file number independent of the County assigned project number used during the review process.</p>	<p>18. Recommended Retention</p> <p>Retain working drawings until superseded, and then destroy. Retain reports, correspondence, findings for 3 years, or until no longer needed for current business, whichever is later, then screen and destroy with the following exception: transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value. Retain approved plans and plats permanently, transfer after 50 years to MD State Archives.</p>	
<p>19. Name and Title of Preparer</p> <p>James Wiecepcht, Zoning Administrator/Code Enforcement Officer</p>	<p>20. Telephone Number</p> <p>(410) 751 1100</p>	<p>21. Date</p> <p>2/13/13</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>2</u></p>
<p>1. Department/Agency Planning and Zoning / City of Taneytown</p>	<p>2. Division</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>Minor Subdivisions</p>	<p>5. Earliest Year/Latest Year</p> <p>_____ to _____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Record of minor subdivisions are created during a review and approval process. These documents are used to ensure a minor subdivision meets all applicable codes and requirements prior to approval. Permanent records are also created when a minor subdivision is approved. May include reports, plats, correspondence, Planning Commission findings, working drawings (may include drafts of plats, construction drawings, preliminary and final subdivision plans), approved plans and plats.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) __plans/exhibits of varying sizes</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>__N/A__</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) __plan racks, map case_____</p> <p>10. Annual Accumulation</p> <p>__varies__</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) __plan racks, map case_____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily (until approved &amp; processed)    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>__6__</p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s) OR after completion of post approval processing</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>City Offices, 17 E. Baltimore Street, Taneytown, 1<sup>st</sup> floor, zoning office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
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<p>19. Name and Title of Preparer</p> <p>James Wieprecht, Zoning Administrator/Code Enforcement Officer</p>	<p>20. Telephone Number</p> <p>(410)751 1100</p>	<p>21. Date</p> <p>2/13/13</p>